

State of Illinois
Department of Children and Family Services

**NOTICE OF SUBSTANTIATED VIOLATIONS
AND OFFER OF INFORMAL REVIEW**

CERTIFIED MAIL OR HAND DELIVERY

Dear

The violations listed below were substantiated during the above-referenced licensing complaint investigation.

Violation/Citation*

☐ Violation/Citation continued on attached page

You have the right to request an Informal Review with the _____ .
The purpose of an Informal Review is to provide you an opportunity to demonstrate why the Department should not revoke or refuse to renew your license or refuse to issue a license after a permit.

Your request for an Informal Review must be in writing and must be mailed or faxed within 10 days from the postmark on this notice to:

Licensing Representative

Licensing Supervisor

cc:

* If your facility is a licensed day care facility or a child welfare agency that provides adoption services, the record of these substantiated violations, including the corrected violations, will be made available to the public, upon request, through the Department's Day Care Information Line or the Adoption Agency Information and Complaint Registry.